ROLODEX®
ELECTRONICS

RF-8121
RF-8131

Personal Digital Assistant

User's Guide

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Notice

Recommendations

- The manufacturer strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, the manufacturer assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- The manufacturer assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

Cautions

- Do not carry the organizer in the back pocket of your slacks or trousers.
- Do not drop the organizer or apply excessive force to it.
- Do not subject the organizer to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the organizer to malfunction.

Getting Started

Important Notice

This unit is shipped in “Sleep” mode in order to conserve battery life. To start the unit, it must first be reset. The Reset button is accessed via the hole above the battery door on the back of the unit.

Using the Organizer for the First Time

The first time you use this organizer, you should perform a system reset. **Warning**! A system reset erases any user-entered information and clears all settings.

1. **Turn the organizer over and carefully pull the battery insulation sheet to remove it.**
2. **Press ON/OFF to turn the organizer off.**
3. **Use a paper clip to gently press the reset button on the back of the organizer.**
4. **Tap ENTER to reset the organizer.**

Selecting a Language

1. **Tap** **and then tap LANG at the bottom of the screen.**

   ENGLISH? appears on the screen.

2. **Tap ⌄ or ⌃ to cycle through the seven available languages: English, Español, Français, Deutsch, Português, Italiano, Nederlands.**
3. **Tap ENTER when you see the one you want.**

When the device is on, press and hold **ON/OFF** for about two seconds to turn the backlight on. Press and hold again to turn the backlight off (RF-8131 only).

About Screen Illustrations

Some screen illustrations in this User's Guide may vary slightly from what you see on the screen. This does not mean that your organizer is malfunctioning.

Auto-Shut Off

When none of the keys have been pressed for approximately seven minutes, the organizer automatically turns the power off to save the battery. Press **ON/OFF** to resume. The actual life of the battery depends on the usage.

Keyboards

ABC/123 at bottom right of screen controls the keyboards. Tap this to toggle between the letter/number keyboards. The Calculator function icons and **SYML** appear only in the numeric keyboard. **Note**: **ABC/123** only appears in data entry screens.

Symbols

You can enter 22 symbols such as @, $, and 32 accented characters such as Ä, É, etc. To enter a symbol or special character when tapping letters, first tap **ABC/123**, then tap **SYML**, then tap ▲ or ▼ to cycle through the 53 available symbols and characters. When you see the symbol or character you want, tap **1-6**. Tap **ABC/123** to return to the letter keyboard.

Understanding the Display

Several icons appear on the upper left of the screen to indicate active modes. These are indicator icons only and perform no function when tapped.

Note: ▼/▲ on the upper left indicates data extending beyond the current screen. Tap ▼/▲ to scroll up and down and read all the available data.

The bottom half of the screen contains the function icons, directions arrows, letters, numbers and other icons that you can tap to perform a number of functions.

Note: The display is dependent on the mode you are in. For example, the Calculator function keys are displayed only in the Calculator.

Function Icons

The function icons appear in a row beneath the data display.

Cycles between the Business, Business 2, and Personal phone directories.

Goes to the Internet directory.

Cycles between Home Time, World Time and daily alarm mode.

Cycles between the Calendar, Schedule and Anniversary (RF-8131 only).

Toggles between the Todos and Memos.

Cycles through the available games.

	Goes to the Timer.
	Goes to the currently installed book.
	Cycles through the four calculators.
	Cycles through the three converters and the Expense manager (RF-8131 only).
	Goes to the Data Synchronization screen. This is active only if you have the PC Sync program installed on your PC and your unit is connected to your PC.
	Other Icons
▲/▼/◀/▶	Moves cursor in the indicated direction.
	Searches up through records.
	Searches down through records.
	Enables/disables the alarms.
	Enables/disables the keytone.
	Goes to the Enter Password screen.
	Enters a hard return.
	Jumps directly to the e-mail field in a phone record.

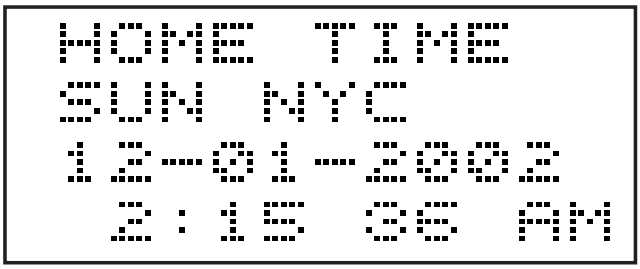
Using the Clocks

Each time you press **ON/OFF**, tap TIME, or after a system reset, you see the Home Time screen. You can perform the following functions in Home Time.

- Tap TIME to go to World Time.
- Tap **MD/DM** on bottom left of screen to toggle between the month/day and day/month formats.
- Tap **12/24** on bottom of screen to toggle between 12- and 24-hour displays for the clock.
- Tap **DST** on bottom right of screen to enable/disable daylight savings time.
- Tap ♪ to enable/disable the keytone.
  The keytone is the beep that sounds when you touch the screen. ♪ on the upper left indicates the keytone is enabled.
- Tap (((•))) to enable/disable the hourly chime.
  on the upper left indicates the hourly chime is enabled.
- Tap 🔑 to go to the Password entry screen.
- Tap 💻⇄💻 to start data synchronization with your PC.
- Tap **M.CHK** to see the percent of available memory.
- Tap ▼/▲ to adjust the LCD contrast.
- Tap **LANG** to go to the Language selection screen.
- Tap **EDIT** to go to the Home Time edit screen.

Setting Home Time

1. Tap TIME until you see HOME TIME.



2. Tap EDIT.

3. At the city name, tap ⩓ or ⩔ to cycle through the available city names.

Tap **A-Z** to edit a city name. This will be your Home city.

You can edit the city, month, day, year, hour and minute.

Tap ▲/▼/◀/▶ to move the cursor in the indicated direction.

4. Tap 0-9 to edit the year, day and month.

5. Tap 0-9 to edit the hour and minute.

Tap **AM/PM** at bottom left of screen to toggle between a.m. and p.m. in the 12-hour format.

6. Tap ENTER to store the time.

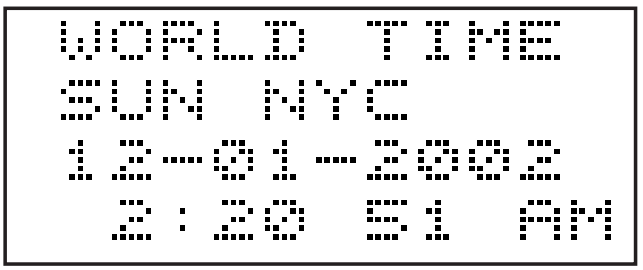
Seconds are updated automatically.

If you enter an invalid time, you will be prompted for a correction.

Viewing World Time

You must set your home time before viewing World Time. There are 45 built-in cities. The list is available at the end of this User's Guide.

1. Tap TIME until you see WORLD TIME.



2. Tap ⌃ or ⌄ to cycle through the available city times.

Tap **12/24** at the bottom of screen to toggle between the 12- and 24-hour time format.

Tap **DST** on bottom right of screen to enable/disable daylight savings time.

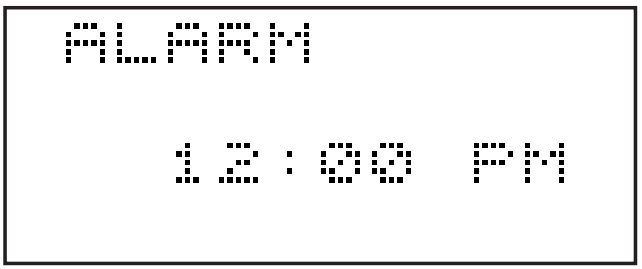
3. Tap TIME twice to return to Home Time.

Setting the Daily Alarm

When the set time is reached, the alarm sounds for 20 seconds. Tap any key other than TIME to activate the snooze function and stop the sound. When the snooze function is activated, the alarm sounds every eight minutes. Tap TIME to stop the sound and de-activate the snooze function.

To set the daily alarm, do the following:

1. **Tap** TIME **until you see ALARM.**



2. **Tap EDIT.**

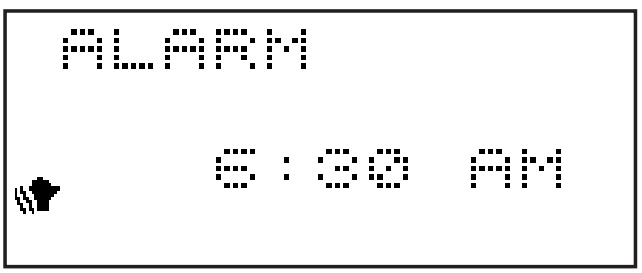
   Tap **0-9** to edit the hour and minute.

   Tap ▶/◀ to move the cursor in the indicated direction.

   Tap **AM/PM** at the bottom of screen to toggle between a.m. and p.m.

3. **Tap ENTER to store your settings.**

4. **Tap** ((•)) **on bottom left of screen to disable/re-enable the daily alarm.**



to the left of the display indicates the daily alarm is enabled.

Entering a Phone Record

There are three telephone directories: Business, Business 2 and Personal. Each directory has 10 fields in which to enter data. The fields appear in the following sequence: Name, Company, Address, Home, Work, Fax, Cell, Pager, E-mail and Note. Each field has a character limit. Please see the table below.

Field	Character Limit
NAME	40
COMPANY	18
ADDRESS	80
HOME PHONE	18
WORK PHONE	18
FAX	18
CELLULAR	18
PAGER	18
EMAIL	40
NOTE	60

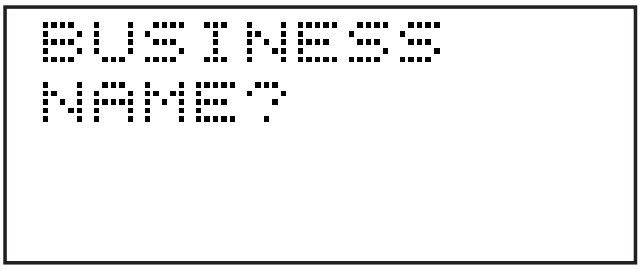
To enter a phone record, do the following:

1. Tap TEL to go to the Business phone directory.

Tap TEL again to go to the Business 2 phone directory. Tap TEL a third time to go to the Personal phone directory.

2. Tap A-Z to enter a name.

Name is the first field. You MUST enter a name if you want to save the record.



Tap **ABC/123** to toggle between the letter/number keyboards.

Tap **SYML** on the numeric keyboard to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

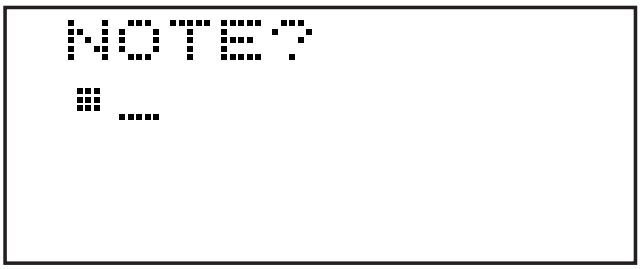
Tap **DEL** to delete a character. The character at the cursor is deleted.

Tap **INS** to insert a character.

Tap ▶/◀ to move the cursor.

3. **Tap ENTER to enter data in each successive field.**

   You need not enter data in every field.



   Note is the last field.

4. **Tap ENTER in the Note field to save the record.**

Entering a Schedule record

There are three fields in the Schedule: Start Date, End Date, and Message. You can set a Schedule alarm which sounds for 20 seconds. You can enable/disable the alarm, and stop the sound at any time. To enter a Schedule record, do the following:

1. **Tap** **twice.**

   You see *START DATE?* on the screen.

2. **Tap 0-9 to enter a Start Date and time.**

   The date format is what you set in Home Time.

   You MUST enter a Start Date and time if you want to save the record.

   Tap ▶/◀ to move the cursor left or right.

3. **Tap ENTER to enter data in each successive field.**

   You need not enter data in every field.

   on the upper left indicates the Schedule alarm is activated.

   At the time fields, tap **AM/PM** to toggle between a.m. and p.m. in the 12-hour format.

   If you enter an invalid date or time, you are prompted for a correction.

   Message is the last field. You can enter up to 490 characters in this field.

Note: In the date and time fields, only the number keyboard is available. In the Message field, tap **ABC/123** to toggle between the letter/number keyboards.

Tap **A-Z** or **0-9** to enter your data.

Tap **SYML**, then tap ▲/▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

The character at the cursor is deleted.

Tap **INS** to insert a character.

Tap ▶/◀ to move the cursor.

4. **Tap ENTER to store your data.**

Using the Calendar

1. **Tap** CALEN.
2. **Tap ⩔ or ⩓ to move to a different month.**
3. **Tap ▲/▼/▶/◀ to move to a different day, week or month, by day.**

   The active date blinks on the screen.
4. **Tap ENTER to add a schedule entry for the date the cursor is on.**

Entering an Anniversary

This is available only in RF-8131. Each Anniversary record consists of a Date field and a Message field. To enter an Anniversary do the following:

1. Tap **until you see ANNIVERSARY.**

You see *DATE?* on the screen.

2. Tap 0-9 to enter the anniversary date.

The date format is what you set in the Home Time, without the year.

You MUST enter a date if you want to save the record.

Tap ▶/◀ to move the cursor left or right.

3. Tap ENTER to move to the Message field.

You can enter a maximum of 108 characters.

You need not enter data in the message field.

Note: In the Date field, only the numbers keyboard is available. In the Message field, tap **ABC/123** to toggle between the letter/number keyboards.

Tap **A-Z** or **0-9** to enter your data.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

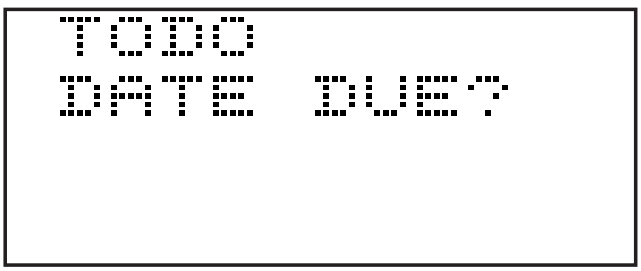
Tap **INS** to insert a character.

4. Tap ENTER to store your data.

Entering a Todo

There are four fields in the Todo book: Date Due, Message (description), Date Done and Priority. You can set priority levels of one to three. To enter a Todo record, do the following:

1. Tap TODO **once.**



2. Tap 0-9 to enter the due date for the Todo.

The date format is what you set in Home Time.

You MUST enter a due date if you want to save the record.

If you enter an invalid date, you are prompted for a correction.

Tap ▶/◀ to move the cursor left or right.

3. Tap ENTER to enter data in each successive field.

You can enter a maximum of 108 characters in the *MESSAGE* field.

Note: In the date and priority fields, only the number keyboard is available. In the Message field, tap **ABC/123** to toggle between the letter/number keyboards.

Tap **A-Z** or **0-9** to enter your data.

Tap **SYML**, then tap ▼/▲ to cycle through the list of available symbols.

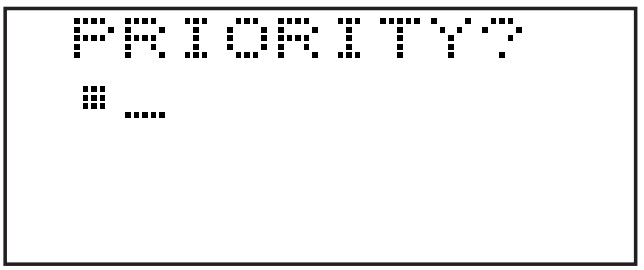
Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.

Tap ▶/◀ to move the cursor.

Priority is the last field.



4. Tap ENTER to store your data.

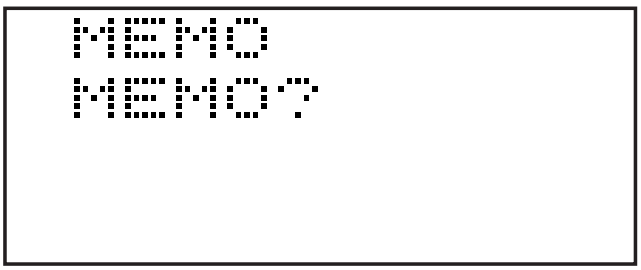
The Todos are sorted by the due date.

Entering a Memo Record

Each Memo record consists of a Message field in which you can enter a maximum of 490 characters.

To enter a Memo do the following:

1. Tap TODO **twice.**



2. Tap any key to begin entering your memo.

3. Tap A-Z or 0-9 to enter your data.

Tap **SYML**, then tap ▲ or ▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.

Tap ▶/◀ to move the cursor.

4. Tap ENTER to store your record.

Entering an Internet Record

Each Internet record has five fields: Message (description), Internet (address), Login ID, Password and Note. You can enter descriptions of your favorite Web sites, the addresses and a note. You can enter a maximum of 108 characters in the Message and Note fields and 80 characters in the Internet field. To enter an Internet record, do the following:

1. **Tap** **.**

   You see *MESSAGE?* on the screen.

2. **Tap A-Z or 0-9 to enter your description.**

   You must enter data in this field if you want to save the record.

   Tap **SYML**, then tap ▼ or ▲ to cycle through the list of available symbols.

   Tap **SPACE** to insert a space.

   Tap **DEL** to delete a character.

   Tap **INS** to insert a character.

   Tap ▶/◀ to move the cursor.

3. **Tap ENTER to go to the Internet (address) field.**

4. **In each field, enter data and tap ENTER to go to the next field.**

   Note is the last field. Enter a note if you want.

5. **Tap ENTER to store the data.**

Entering an Expense

The Expense manager is available only in RF-8131. Each Expense record consists of the following fields: Date, Amount, Expense Type, Payment Type, and Note. To enter an Expense do the following:

1. **Tap €EURO until you see EXPENSE.**

   You see *DATE?* on the screen.

2. **Tap 0-9 to enter the expense date.**

   The date format is what you set in the Home Time, without the year.

   You MUST enter a date if you want to save the record.

   Tap ▶/◀ to move the cursor left or right.

3. **Tap ENTER to move to the Amount field.**

   Tap **0-9** and **.** to enter your amount. Tap ⬅ to erase the last entered digit.

4. **Tap ENTER to move to the Expense Type field.**

   Use ▼/▲ to cycle through the eight expense types. Stop when you reach the one you want.

5. **Tap ENTER to move to the Payment Type field.**

   Use ▼/▲ to cycle through the Payment types. Stop when you reach the type you want.

6. **Tap ENTER to move to the Note field.**

   You can enter a maximum of 108 characters.

   You need not enter data in the Note field.

Note: In the Date and Amount fields, only the numbers keyboard is available. In the Note field, tap **ABC/123** to toggle between the letters/numbers keyboards.

Tap **A-Z** or **0-9** to enter your data.

Tap **SYML**, then tap ▲/▼ to cycle through the list of available symbols.

Tap **SPACE** to insert a space.

Tap **DEL** to delete a character.

Tap **INS** to insert a character.

7. Tap ENTER to store your data.

Calculating an Expense

1. Tap €EURO until you see EXPENSE.

2. Tap ENTER twice.

3. Enter the start date and tap ⩔.

4. Enter the end date and tap ⩔.

5. Tap ⩔ repeatedly to view each individual Expense type.

After the *MISC* field, you see the *TOTAL* expense for the selected period.

Searching and Editing Records

Phone, Memo and Internet records are sorted alphabetically. Schedule and Todo records are sorted chronologically. You can review your records, edit them or delete them.

Searching for a Record

1. **Tap the icon of the directory you want to search.**
2. **Tap** ⩔ or ⩓ **to view the records in the order they appear.**

   In the Telephone, Memo and Internet directories, enter the first few letters of a record then tap ⩔ or ⩓ to find it quickly. The first record starting with the input letters is displayed if it exists. You can then tap ⩔ or ⩓ to view other matching records. If no matching record is found, *NOT FOUND* is displayed.

   In the Phone books, you can do a wildcard search using ✻. For example, to find all the records ending in “ant”, tap **ABC/123**, tap **SYML** and then tap the number for ✻. Enter “ant”. Tap ⩔ or ⩓ to display the first record ending in “ant” if it exists. You can then tap ⩔ or ⩓ to view other matching records.

   Note: Only records matching the entered keywords or wildcards are displayed.

Viewing a Record

1. **Find the record you want to view as described above.**
2. **Tap ▲/▼ to view other fields in the record.**

   Empty fields are not displayed.

   In a phone record, tap ✉ to go directly to the e-mail field.

Editing a Record

1. **Find the record you want to edit.**

   To learn how, read “Searching for a Record”.

2. **Tap EDIT.**

   Edit your records as needed.

3. **Tap ENTER to go through the fields in the record.**
4. **Tap ENTER in the last field to store the edits.**

Deleting a Record

1. **Find the record you want to delete.**

   To learn how, read “Searching for a Record”.

2. **Tap DEL on bottom center of screen.**
3. **Tap ENTER to confirm the deletion.**

   Tap any other icon to cancel the deletion.

Using the Timer

You can use your organizer as a Timer. To set the Timer, do the following.

1. Tap TIMER **.**

2. Tap the number keys or use ▶/◀ to input the hour, minute and seconds you want.

3. Tap ENTER to store your setting.

The Timer will beep at the appointed time no matter where you are in the organizer.

Tap any key to stop the beeping.

To pause the Timer, tap **ENTER**. To re-start it, tap **ENTER** again.

Playing the Games

Your organizer comes with four fun games: Keyboard Wizard, Tic Tac Toe, Chance and Memory.

Keyboard Wizard

This game challenges you to tap a letter that floats across the screen before it gets to the other side.

1. **Tap** **until you see KEYBOARD WIZARD.**
2. **Tap ENTER to begin.**
3. **Tap the letter that is rightmost on the screen.**

   If you tap the correct letter, it disappears.

   Once 12 characters are displayed, the game is over.

Tic Tac Toe

You play against the organizer. The object of the game is to get three Os in a row before the organizer gets three Xs.

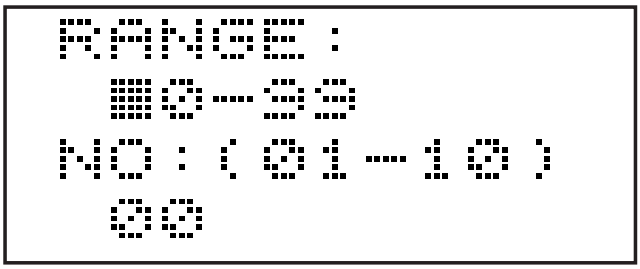
1. **Tap** **until you see TIC TAC TOE.**
2. **Tap ENTER to begin.**
3. **Tap 1 to play first or 2 for the organizer to play first.**
4. **Use ▲/▼/▶/◀ to move the cursor to the position you want and press ENTER.**

   The game is over when there are three Xs or Os in a row or when all the spots are filled.

Chance

You can have the unit select a maximum of 10 numbers from a range of 1-99.

1. **Tap** GAMES **until you see CHANCE.**
2. **Tap ENTER.**



3. **Enter a range of numbers from 1 to 99.**

   For example, enter 01-75.

4. **Tap ▼ and enter the amount of numbers you want between 1-10.**

   For example, enter 5.

5. **Tap ENTER.**

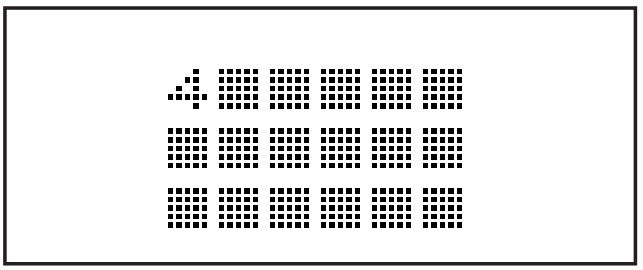
   You will see five numbers in the 1-75 range.

6. **Tap ENTER repeatedly to see new sets of numbers.**

Memory

This game tests your memory.

1. **Tap** **until you see MEMORY.**
2. **Tap ENTER to begin.**



3. **Use ▲/▼/▶/◀ to move the cursor to a hidden number.**
4. **Tap ENTER to see the number.**

   The number behind the cursor is revealed. Continue doing this until you find matching numbers.

   The object of the game is to find all the matching number sets. When you reveal two similar numbers one after the other, both numbers stay revealed, otherwise the numbers remain hidden. When all the numbers are revealed, the game is over.

5. **Press ENTER to play another round.**

Reading a Book

You can use your organizer to spell check, find thesaurus entries, translate or find phrases for a word. The RF-8121 includes the US Spell Checker and Foreign Language Phrase Book. The RF-8131 includes the US Spell Checker, Foreign Language Phrase Book, Thesaurus and Six Language Translator.

You must first download the book you want from the PC Sync CD to your organizer. **Note:** You can download only one translator at a time. When you download a second one, the first one is overwritten.

1. Tap

.

Tap **LANG** to switch the direction of the translator or phrase book.

2. Tap ENTER.

3. Tap A-Z to enter a word.

4. Tap ENTER.

If the entry is found, you first see the message *FOUND* and then the word, synonym, phrase or translation depending on the book you are viewing.

5. Tap ⌄ or ⌃ to scroll.

If the word you entered is not found, you see the closest match. Tap ⌄ or ⌃ to scroll and see other possible matches.

For details on downloading and deleting a book, please see “Transferring Data” on page 48.

Using the Calculators

Your organizer has four calculators: a Math Calculator, a Calorie Calculator, a Tip Calculator and a Discount Calculator.

Making a Calculation

1. Tap **once.**

The numeric keypad appears.

2. Tap 0-9, . or +/- to enter the numbers you want.

You can enter a maximum of 10 digits.

3. Tap +, -, x or ÷ to perform an addition, subtraction, multiplication or division.

Tap → to erase the last entered digit.

Tap √ to calculate the square root.

4. Enter another number.

5. Tap = to do the calculation.

Or tap **%** to calculate the percentage.

6. Tap C/CE to clear the calculations.

Note: If there is an error or overflow, **E** is displayed on the screen and you will not be able to do any further calculations. Tap **C/CE** to clear the error screen and return to the Calculator.

Using the Calculator Memory

1. **In the Calculator, make a calculation or enter a number.**
2. **To add the number on the screen to the number stored in memory, tap M+ on lower left of screen.**

   To subtract the number on the screen from the number stored in memory, tap **M–** on lower left of screen.

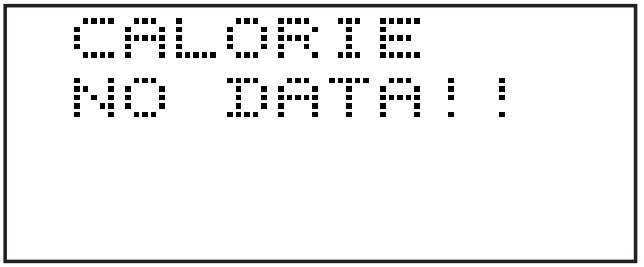
   M appears on the screen to indicate the number is stored in memory.

   Note: The number is retained in memory even when you turn the unit off.
3. **To retrieve the number from memory, tap MRC once.**
4. **To clear the memory, tap MRC twice.**

Using the Calorie Calculator

Your organizer comes with a built-in database of 100 common food items and their caloric values. **Note:** The data is available in English only. Please see “Bonus Nutritional Guide” at the end of this User’s Guide.
You can use this database to calculate the calories consumed in a selected period. To enter a record, do the following.

1. **Tap** CALC **until you see CALORIE.**



   When there are no stored records, you see *NO DATA* on the screen. When records are stored, you see the latest record.

2. **Tap INS.**
3. **Tap ⩔/⩓ to cycle through the list of available foods. Stop when you see the one you want.**

   You can also tap **ABC/123** (if necessary) to go to the alphabet keypad and tap the first letter of the food you want.

   Tap ▶/◀ to scroll across the screen and read all the text.